GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT
CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-07-P111

POSITION: INFORMATION TECHNOLOGY MANAGER (APPLICATIONS SOFTWARE) MS-2210-15

OPENING DATE: 09/17/07

CLOSING DATE: OUF

IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 9/28/07

SALARY RANGE: MS-15 $98,285 - $137,599

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA), Child Information Systems Administration (CISA)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:
The incumbent is responsible for the directing for all applications functions for CISA. Directs preparation, development, completion, and submission of all required federal and District documents associated with the implementation and operational phases of the FACES.NET application. Documents include, but are not limited to the Request for Proposal (RFP), Annual Advance Planning Document Update (APDU), Contracts, Contract Amendments/Modifications, required Agency deliverables, and all other related documentation. Prepares detailed written action plans and coordinates all activities that ultimately ensure the successful completion of all project phases, to include data conversion, application development, implementation, information management, end-user training, security, help desk procedures, piloting, and quality assurance (design review, system acceptance testing, pre-production testing, and review of data and reports), according to established System Development Lifecycle standards for Microsoft .NET applications. Provides information to the Child Information Systems Administrator on potential changes to project scope, schedule, budgetary issues, and project modifications. Coordinates, oversees, and plans requirements gathering sessions, design sessions, writes impact analysis documenting detailed flow charts with logical steps, and prepares proposed alternatives for all system changes or enhancements. These activities will be performed in accordance with established System Development Lifecycle standards for Microsoft .NET applications. Responsible for ensuring that system design integrates technology and child welfare business practices and that the GUI design promotes usability. Coordinates user acceptance testing activities for all changes made to the FACES.NET application. Acts as the primary decision maker for determining when a software release is fit for deployment to all users. Manages and directs Information and Reports Supervisor, Application Supervisor, Help Desk/Information Security Supervisor and User Support Supervisor. Provides evaluations and staffing recommendations for the administration and management of CISA. The Information Technology Manager is responsible for recruiting and interviewing perspective new employees and makes the appropriate recommendations to the Human Resources Administration. Coordinates and facilitates Agency work group and staff meetings related to CISA. Participates in regularly scheduled managers meetings with the CISA Administrator to assess and discuss business practices and workflow, and to identify and resolve problems. Coordinates and submits all completed assigned tasks produced by the Program Specialists and Program Analysts to the Administrator. Reviews the work of CISA staff to determine compliance with project tasks. Prepares correspondence under the Administrator's signature. Develops technical specifications and provides technical support to contractors and CFSA staff for system changes. Maintains, tracks, and recommends authorization of allocated funds and budgetary issues associated with the projects, to the Administrator. Coordinates and manages program functions that support and assist all users in the daily operation of the FACES.NET application. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:
One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the functions of CFSA and CISA, specifically its child welfare and neglect services, policies and procedures and thorough knowledge of how automated case management systems support CFSA's business practices and management information needs;
2. Thorough knowledge of the FACES.NET system and its required support system software, to monitor applications related to Child Welfare Program design;
3. Thorough understanding of the components of the Software Development Life Cycle and the ability to manage each of those components to successful conclusion;
4. Thorough understanding of data modeling techniques and data structures as they pertain to a case management application; understanding of Oracle database technology; and
5. Thorough understanding of sound GUI ergonomic design and its importance in case management applications.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	**MAIL TO:**	**Child and Family Services Agency** **Human Resources Administration** **400 6th Street, SW** **Washington, DC 20024**	**WALK-INS:**	**955 L'Enfant Plaza, 5th Floor** **Washington, D.C. 20024**
	FAX TO:	**(202) 727-5750**	**WEB SITE:**	**www.cfsa.dc.gov**
	EMAIL TO:	**cfsajobs@dc.gov**	**TELEPHONE:**	**(202) 724-7373**

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBLILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES AMINISTRATION